



JOB DESCRIPTION

Title: **ANIMAL CONTROL SUPERVISOR**
Department: Police
Class Code: 4125
FLSA Status: Non-Exempt
Effective Date: September 1, 1983 (Rev. 07/02)
Grade Number: 19

GENERAL PURPOSE

Under general direction of the Community Service Division Commander, performs labor and technical services to assure that the City will be free from animals at large, creating hazards of public health, public safety, or public order; protects animals from mistreatment and rids the streets and roads of animal carcasses.

EXAMPLE OF DUTIES

- *-- Assists in hiring, training and evaluation of Animal Control employee(s). Administers Animal Control facility, including vehicle maintenance, shelter operations, and purchasing of all supplies and equipment.
- *-- Implements and interprets current Animal Control Ordinance of Murray City. Proceeds with legal action against violators and testifies in court.
- *-- Intercedes in conflict resolutions between community members and animals; responds to and resolves problem crisis situations; on-call 24 hours a day.
- *-- Prepares; submits and administers monies for Animal Control budget, responsible for shelter cash receipts. Makes annual written report on statistical and fiscal management of the shelter; maintain accurate record of daily activities, using computer terminal.
- *-- Represents Animal Control at City functions and meetings; interfaces with other community groups as required. Provides educations, prevention and consultation for animal control to schools and organizations within the community.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Education and Experience

- High school diploma plus two (2) years of related experience, or any equivalent combination of education and experience.

Special Requirements

- Must have a valid Utah Driver's license.
- Must reside within the boundaries of Salt Lake County within one (1) year of appointment.

Necessary Knowledge, Skills and Abilities

- Knowledge of budgetary and accounting procedures.
- Knowledge of other agencies relating to animal control.
- Ability to perform in stressful situations with consideration of personnel and of animal welfare.
- Knowledge of animal diseases, with expertise in animal care, handling and medical care.
- Knowledge of State, Federal and local Animal Control ordinances and laws, knowledge of legal/civil rights, i.e., search and seizure laws.
- Skill in operation of computer terminal.
- Ability to communicate effectively both orally and in writing.

TOOLS & EQUIPMENT USED

- Patrol vehicle, animal capture equipment, police radio, pager, first aid equipment, personal computer.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit, stand, walk, talk and hear. The employee is occasionally required to use hands to finger, handle, or operate objects, controls, or tools listed above; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.
- The employee must occasionally lift and/or move more than 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts; in high, precarious places; and is occasionally exposed to wet and/or humid conditions.
- The noise level in the work environment is usually moderate.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

EMPLOYEE'S SIGNATURE: _____ DATE: _____

H. R. DEPT. APPROVED BY: _____ DATE: _____

* Essential functions of the job.